

# Time Keeper™

the time accountant



# because every minute counts.

When you charge for time, every minute counts. Counting up the charges . . . determining accountability of your services, making billing decisions . . . your livelihood depends on these tasks. Time itself — and the cost you assign to it — is the real commodity of the professional practitioner.

**TimeKeeper** was designed by professionals who understand this principle and whose desire is to give you the best possible return on your time.

**TimeKeeper** performs time management and billing functions as expertly, efficiently and smoothly as a prestige service bureau — for only a fraction of the cost! And **TimeKeeper** virtually eliminates turnaround time, providing instant access to information and the ability to make quick, effective billing decisions. With middle-man delays eliminated, your cash flow can increase significantly . . . more efficiently, more profitably.

Like other easy-to-learn, easy-to-use, MicroSource business systems, **TimeKeeper** requires no previous background in computers or programming. The user is instructed each step of the way by simple, English-language commands appearing on the video terminal

screen. Errors are spotted before entry, optimizing accuracy, efficiency and ease of operation. Extensive documentation — detailed explanations of how the system works — provides you with an unparalleled level of troublefree, user-oriented performance. Startup and training costs are minimized.

What will **TimeKeeper** perform for **your** firm? Keep accurate records of **which** staff member performed **what** work for **which** client. Use as many as 99 tailor-made work codes, based on up to four individual billing rates for each. Even record "nonbillable" work and non-time related "expenses." and **TimeKeeper** can provide you with accurate records of monies received from clients on account, or any other receipts you may want to record. **TimeKeeper** will correlate all this information, assemble a comprehensive set of internal reports, and bill your clients for services rendered.

Who will benefit from **TimeKeeper**? Any professional practice that bills its clients for time as well as for flat-rate charges. Whether for a one-man office or a staff of 60, the system will more than pay for itself in little time: by increasing



**TimeKeeper** can accommodate up to 60 staff members, 800 clients, 3542 transactions per billing period. All this on a single storage unit, called a minifloppy diskette, by subdividing into logical groupings an unlimited number of clients, staff members and transactions can be handled by the system!

- **Time sheet** journal with performance report for every staff member . . . by type of work and dollar amount.

- **Staff expense journal.**
- **Cash receipts journal**, including general ledger and accounts receivable analysis.
- Up to **60** staff member capacity with storage units, 80 billable work codes and nineteen

- Up to **800** client capacity with high capacity storage units.
- Balance-forward **billing worksheet** for your clients, including accounts receivable information, detailed work-in-progress data, aging schedule for accounts, and year-to-date totals . . . for each client, or the entire company.
- Staff **productivity** report for each staff member. Immediate access to year-to-date billable and non-billable totals, work-in-progress detail, or company totals.
- **Work code report**, showing billing information according to type of work performed . . . year-to-date, in-progress, or company-wide total.
- Automatic billing with work description detail for each client. Or optional, semi-automatic billing, to allow for work-in-progress carryovers, partial, full or fixed-fee billings, other charges or credits. Even insert messages on billing statements as desired.
- Automatic **dunning** of all or selected clients at anytime.

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# TimeKeeper™



Because every minute counts when you bill for time: let **TimeKeeper** do the counting.

**TimeKeeper™** is available as a complete, "turn-key" system, comprising:

- 48K computer with dual serial ports
- Dual disk drives with North Star, C/PM and other operating systems
- Video display terminal with ten key numeric pad
- Dot matrix serial printer

Other valuable MicroSource systems for business and professions includes:

AutoScribe™ — the paperwork manager™;  
LedgerPlus™ — the company bookkeeper™;  
Bookkeeper™ — the office accountant™; and  
MoneyBelt™ — the money manager.

## MICROSOURCE

1425 W. 12th Place  
Tempe, Arizona 85281  
602-894-9247